



DEPARTMENT OF HEALTH & HUMAN SERVICES

36-0342
ORIGINAL

Alcohol, Drug Abuse and
Mental Health Administration
Rockville MD 20857

OMB No. 0990-0115

PART 1 - THE SCHEDULE
SECTION A - SOLICITATION FORM

Request for Proposal (RFP)
OTI 90-0002

Date Issued: June 13, 1990
Date Due: July 13, 1990

Oxford House, Inc.
11317 Beach Mill Road
P.O. Box 994
Great Falls, Virginia 22066

Attention: Charles Vander Burgh
Chief Financial Officer

Dear Mr. Vander Burgh:

The National Institute on Alcohol Abuse and Alcoholism (NIAAA) has a requirement for "Outreach to States and Establishment of Group Homes for Special Populations Based on the Oxford House Model." This acquisition is being conducted on a sole source basis, as Oxford House, Inc. is the only source that can fulfill the requirement.

A fixed price contract is contemplated for a period of one (1) year. You are required to respond with technical and pricing proposals for the entire period of performance.

An original plus twelve (12) copies of the technical proposal, together with an original plus six (6) copies of your business proposal, must be submitted. Your technical proposal must be concisely written and should be limited to no more than 150 typewritten pages, exclusive of personnel qualifications, budget and person-power exhibits. This limitation is for administrative purposes only and exceeding the limitation shall not, of itself, be considered a basis for rejection of your proposal. The cost proposal should be completed and submitted on Standard Form 1411, under Section J, together with the "Representations and Certification" included in Section K.

Your proposal must provide the full name of your company, the address, including county, TIN number, and if different, the address to which payment should be mailed.

YOUR ATTENTION IS CALLED TO THE LATE PROPOSAL PROVISIONS PROVIDED IN SECTION L OF THIS RFP.

B. Objectives

1. OUTREACH

To provide technical assistance visits to the States for the start up of recovery houses for substance abusers based on the Oxford House model and to maintain effective management of the revolving loan funds;

2. METHADONE DEMONSTRATION HOUSES

To establish three demonstration houses, based on the Oxford House model, for individuals in treatment programs using methadone.

3. CRIMINAL JUSTICE DEMONSTRATION HOUSES

To establish three demonstration houses, based on the Oxford House model, dedicated to housing ex-offenders who have undergone alcohol and other drug treatment.

II. Services to be Performed

A. General Requirements

1. Independently, and not as an agent of the Government, the Contractor shall furnish the necessary labor, materials, supplies, equipment, and services (except as otherwise specified herein) and perform the work set forth below.
2. All work under this contract shall be monitored by the Government Project Officer.

B. Specific Tasks

OBJECTIVE I: OUTREACH

Task 1: Conduct all phases of planning, organizing, and training to States and U.S. Territories who request technical assistance in the establishment or administration of their revolving funds to provide loans for the start-up of recovery houses for substance abusers based on the Oxford House model.

1. The Contractor shall identify and secure commitments from a pool of experts who will conduct State technical assistance visits and submit this information to the GPO for concurrence. Specific

Approval to use fewer than two (2) workers must be obtained from the GPO prior to finalizing any arrangements.

When new houses are established, or calls for assistance are made, Oxford House shall keep State Alcohol and Drug Abuse agencies generally informed of Oxford House activities within their states.

2. Technical assistance to assist existing Oxford Houses to maintain operations shall include establishing a communication network among Oxford Houses located in proximity to one another, so that a support system is readily available. Communication shall include, but is not limited to, site visits, small meetings, phone conversations, and distribution of written materials.

Task 3: Bimonthly Report

The Contractor shall prepare and submit a bimonthly report on the required outreach activities stated in Tasks 1 and 2 of this Objective. This report shall include a summary of contracts with the States, technical assistance requested, site visits, and new houses established.

NOTE: The implementation of Tasks 1 and 2 will require the Contractor to make a total of about 73 site visits, involving a total of about 1402 staff days.

OBJECTIVE II: METHADONE DEMONSTRATION HOUSES

Task 1: Planning, organizing and establishing three (3) houses for the recovery of addicts on methadone, based on the Oxford House model of self-run, self-supported houses.

1. Within four (4) months of contract award, the Contractor shall plan, organize, and establish three (3) specific houses for the recovery of addicts on methadone based on the Oxford House model of self-run, self-supported houses. Guidelines for the operation of the houses shall follow those set forth in Section 1916A of the Anti-Drug Abuse Act of 1988. The sites for the houses will be determined by the Contractor in collaboration with the GPO. As the Oxford House model has in the past not admitted recovering addicts on methadone, the outreach team assisting in the establishment of these three (3) specific houses must demonstrate acceptance of

The consultant shall visit each demonstration house on a monthly basis to obtain necessary information.

OBJECTIVE III: CRIMINAL JUSTICE DEMONSTRATION HOUSES

Task 1: Plan, organize and establish three (3) recovery houses based on the Oxford House model of self-run, self-supported houses for ex-offenders who have had the benefit of alcohol or other drug treatment while incarcerated.

1. Within four (4) months of contract award, the Contractor shall plan, organize, and establish three (3) specific recovery houses based on the Oxford House model of self-run, self-supported houses for ex-offenders who have had the benefit of treatment while incarcerated. The houses shall be established in sites to be determined by the Contractor in collaboration with the GPO. Guidelines for the operation of the houses shall follow those set forth in Section 1916A of the Anti-Drug Abuse Act of 1988.
2. The Contractor shall coordinate outreach efforts with local criminal justice facilities to identify and recommend potentially successful candidates. The Contractor shall make every effort to include workers in setting up the houses who have themselves been incarcerated. Workers assigned to establish the houses must, at a minimum, have had previous experience (either personal or work experience) with the criminal justice system.

The organizational structure of these demonstration houses must include close coordination with criminal justice and social services support systems (e.g. parole officers and social workers).

3. The Contractor shall make all arrangements to have a team of at least two (2) outreach workers accomplish the following:
 - a. Identify potential residents of the houses;
 - b. Consistent with the Oxford House system of operations, locate and rent houses in a good locations, of adequate size and good facilities, within close proximity to public transportation;
 - c. Assist new residents in purchasing beds and moving into their new houses. The Contractor shall provide money for the beds;